



# ***Competitive Grant Announcement***

**Awards for Planning, Implementing, and  
Enhancing Strategies in Community Prosecution**

**Submission Deadline: July 16, 2001**

**BJA** **Bureau of Justice Assistance**  
Office of Justice Programs ■ U.S. Department of Justice

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## About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a wide range of assistance to local criminal justice strategies to make America's communities safer.

BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

## Background

Community justice focuses on problem solving, strategic planning, and working in partnership with the community to prevent crime and violence and improve public safety. Increasingly, efforts to address crime and public safety have involved constituents outside traditional criminal justice systems. Throughout the country, law enforcement, courts and prosecutors, probation, parole, and public defender offices have begun to develop programs that emphasize working with the community. Community prosecution is an outgrowth of this effort.

A select group of experienced prosecutors have identified the following essential components of successful community prosecution approaches from across the country:

- Direct interaction between the prosecutor's office and the community, which results in a process through which the prosecutor and residents work together to identify problems and solutions.
- Use of partnerships among the prosecutor, law enforcement, public and private

agencies, and the community. Public agencies can include a local jurisdiction's licensing office, health and housing departments, school systems, and mental health agencies. Private agencies can include universities, law schools, pro bono bar associations, victim assistance organizations, and the faith community.

- A clearly defined geographic target area.
- An emphasis on problem solving, public safety, and quality-of-life issues.
- Development of alternative, community-focused case disposition strategies.
- Ongoing program assessment.

## What This Solicitation Seeks

Applicants are invited to submit full applications that describe their community prosecution approach to criminal justice. Applications must include, but are not limited to, the following elements:

- A mechanism for community participation that allows communities to identify local priorities, engage in problem solving and strategic planning, and communicate directly with the prosecutor's office.
- Identification of key partners (such as justice system officials, social service organizations, community organizations, local businesses, schools, and faith-based organizations) and their roles in the community prosecution program.
- A proactive approach in the areas of crime prevention, enforcement, and community engagement.
- A plan to develop programs, services, and sanctions that restore the victim, the offender, and the community.

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- A link to other community justice initiatives, drug and domestic violence courts, and local strategic or comprehensive public safety planning efforts. Jurisdictions designated as Weed and Seed sites are strongly encouraged to coordinate with their Weed and Seed Steering Committee in the development of this application.

BJA will offer training and technical assistance to each jurisdiction to assist in its community prosecution efforts. The prosecutor's office will assemble a team comprising, at a minimum, the prosecutor, a law enforcement representative, and a community member to attend a BJA-sponsored training activity. Other team members may include, but are not limited to, public defenders, business representatives, and faith community leaders. (Please refer to the Selection Criteria for information on what can be included in your budget.)

Applications are solicited in the following three areas. A jurisdiction may apply in only *one* category.

**1. Planning:** Awards under this category will support jurisdictions' efforts to develop a comprehensive planning process for their community prosecution program. Chief among these activities should be creating partnerships and community outreach programs to identify local community prosecution priorities and forming advisory boards or collaborative planning teams that later will become an integral part of the implementation process.

**2. Implementation:** Awards under this category will support programs that (1) have existing partnerships that have planned a community prosecution program, or (2) are engaged in work on public safety and crime prevention issues that involves local prosecutor offices, other justice system components (for example, courts, defenders, and law enforcement), and communities. A description of the planning process, including its status and stakeholders, must be included in the application narrative. Activities funded under this category can include expanding partnership members to include social service, business, or faith-based organizations and implementing previously identified strategies for a local community prosecution program.

**3. Enhancement:** Awards under this category will support fully operational community prosecution programs that involve broad-based partnerships working to identify local safety priorities and problem-solving strategies. The application narrative must describe current program activities and stakeholders and must discuss how this funding will enhance continuing community prosecution efforts. Examples of activities eligible for funding under this category include expanding the program's reach to more neighborhoods or expanding the program's scope to additional crime and safety issues.

## ***Amount and Length of Awards***

The proposal should include a request for funding within the following guidelines.

- **Planning Grants:** Awards will not exceed \$75,000. The grant period will be up to 12 months. BJA will determine the number of awards based on the submissions received.
- **Implementation Grants:** Awards will not exceed \$200,000. The grant period will be up to 18 months. Up to 45 projects will be funded.
- **Enhancement Grants:** Awards will not exceed \$150,000. The grant period will be up to 18 months. Up to 20 projects will be funded.

## ***Who Is Eligible***

Applicants are limited to state, county, city, and tribal public prosecutor offices.

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## Administrative Requirements

To be considered for funding, applicants must:

- Submit an original and seven copies of their proposal.
- Include a detailed narrative addressing each of the Selection Criteria described below in the sequence shown.
- Include a budget that reflects the estimated cost of the activities described in the proposal.
- Submit the proposal on 8½- by 11-inch paper, double spaced on one side, in a standard 12-point font.
- Include all forms found in the BJA Application Kit (see below).

## Application Kit

The Application Kit and instructions are available from BJA's Web site at [www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA).

Copies can also be obtained by calling the BJA Clearinghouse at 1-800-688-4252 or the U.S. Department of Justice Response Center at 1-800-421-6770.

## Selection Criteria

Applications must address the following items in the order presented below. If you are applying for a planning grant, please ensure that you answer the questions for planning grantees. Applicants for implementation or enhancement grants must answer the set of questions designated for those grants. Please indicate which category you are applying for in Box 11 of Standard Form (SF) 424, *Application for Federal Assistance*, found in the BJA Application Kit.

## Planning Applicants

Respond to the following if you are applying for a planning grant. Number your responses in the order listed below. The application narrative may not exceed **10** pages.

- 1. Community Assessment and Engagement Efforts:** Please explain (1) why your jurisdiction wants to engage in a community prosecution planning process; (2) how you identified or will identify a geographic area(s) that will be the focus of your community prosecution program; (3) how you will engage the community and others in identifying the local problems and priorities to be addressed in the area(s) you have identified; and (4) the process you will go through to form partnerships that will help you work with the community to plan a community prosecution program. (40 points)
- 2. Planning Process:** Describe the tasks you will go through to undertake the activities described above and the approximate time lines for accomplishing each of the major tasks. In addition, please state which position(s) in the prosecutor's office will be involved in the planning effort and describe how they will be involved. (30 points)
- 3. Program Assessment:** Describe how you will document your planning process and community involvement efforts, including what data you will collect and how you will collect it. (20 points)
- 4. Budget:** Complete the budget pages in the application kit. Include travel to one BJA-sponsored training activity for a three-person team for 3 days at a cost **NOT** to exceed \$1,000 per person. (Refer to the section entitled What This Solicitation Seeks for information on the composition of the team.) In your application narrative, please provide an explanation for each section contained in your budget that fully explains why the cost is necessary and the link between the cost and the activities you wish to accomplish in your community prosecution program. (10 points)

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## Implementation and Enhancement Applicants

Respond to the following if you are applying for an implementation or enhancement grant. Number your responses in the order listed below. The application narrative may not exceed **12** pages.

1. **Overview of Proposal:** Provide an overview of your proposal. Identify the problem(s) your proposal addresses and explain why you selected them to be the focus of your community prosecution program. Ensure that there is a clear and strong link between what you are proposing and how it will address the problems you have identified. (20 points)
2. **Goals and Time Lines:** Include the following in this section: (1) goals and objectives that are measurable, attainable, and directly linked to the activities of your project and (2) a description of the tasks you will undertake to implement or enhance your community prosecution program and the approximate time lines for accomplishing each major task. In addition, please state which position(s) in the prosecutor's office will be involved in the implementation and enhancement efforts of your program and describe how they will be involved. (20 points)
3. **Community Engagement Efforts:** Describe your proposed project's strategies for continuing to link prosecution with community involvement. Include a description of proposed or existing public and private partnerships and how the community will be involved in decision-making. (30 points)
4. **Program Assessment:** Based on the goals and measurable objectives you established, describe what data you will collect and how you will document your progress in achieving your goals and objectives. (20 points)

5. **Budget:** Complete the budget pages in the application kit. Include travel to one BJA-sponsored training activity for a three-person team for 3 days at a cost **NOT** to exceed \$1,000 per person. (Refer to the section entitled What This Solicitation Seeks for information on the composition of the team). In your application narrative, please provide an explanation for each section contained in your budget that fully explains why the cost is necessary and the link between the cost and the activities you wish to accomplish in your community prosecution program. (10 points)

## Deadline and Submission

An **original and seven copies** of your application must be postmarked no later than **July 16, 2001**, and sent to the address below. BJA will not grant extensions of the deadline or accept faxed applications. Applications postmarked after July 16, 2001, will **NOT** be considered.

Bureau of Justice Assistance  
Attention: BJA Control Desk  
5640 Nicholson Lane, Suite 300  
Rockville, Maryland 20852

## Publications for Reference

- *Community Prosecution: A Guide for Prosecutors*, American Prosecutors Research Institute, 703-519-1650.
- *Community Prosecution Profiles: Denver, Colorado; Indianapolis, Indiana; Portland, Oregon; and Austin, Texas*, Center for Court Innovation, 212-397-3050.
- *Neighborhood Knowledge: Community Prosecution in Washington, D.C.*, Center for Court Innovation, 212-397-3050.
- *Community Prosecution Implementation Manual*, American Prosecutors Research Institute, 703-519-1650.

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## ***Related Web Sites***

- Office of Justice Programs  
(Community Prosecution links)  
**[www.ojp.usdoj.gov/prosecution/commlinks.htm](http://www.ojp.usdoj.gov/prosecution/commlinks.htm)**
- American Prosecutors Research Institute  
(Community Prosecution Web site)  
**[www.ndaa.org/apri/CommunityProsecution/Index.html](http://www.ndaa.org/apri/CommunityProsecution/Index.html)**
- Center for Court Innovation's Community  
Justice Exchange  
**[www.communityjustice.org](http://www.communityjustice.org)**

## ***For More Information***

The staff of the U.S. Department of Justice Response Center are available at 1-800-421-6770 to answer questions about this solicitation. Applicants will receive a postcard acknowledging BJA's receipt of their application within 4 to 6 weeks of the submission deadline. For general information about BJA programs and technical assistance, contact the BJA Clearinghouse at 1-800-688-4252 or access the BJA home page at **[www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA)**.

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**U.S. Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

*Washington, DC 20531*

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